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23 October 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Forty Percent Drop in CS Language Maintenance Program

Since March, three months after its initiation, the CS Language Maintenance Program has shown a marked drop in the number of classes and students. Only 13 classes remain after 22 opened in January; 57 of 101 students are still participating. Classes in Chinese, Czech and Japanese have failed to survive. Total cost to OTR to date this fiscal year is slightly over \$500; mainly overtime for instructors.

2. Training Agreements Involved in Two Resignations

The Office of Training has been notified of the resignation of two employees who recently completed full-time, sponsored training and who have not fulfilled the continued-service agreement.

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██████████ OER, GS-11 promoted to GS-12 during the training, has served less than two months since the end of his three-semester

GROUP 1
Excluded from automatic
downgrading and
declassification

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program at American University. The cost of his training was
25X1A9a \$2,020. [REDACTED], OC, GS-13, completed two years (1966-68)

in Business Administration at Harvard. His training cost (tuition
and travel) was \$6,500. In the official correspondence on [REDACTED]

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25X1A9a [REDACTED] resignation, it will be proposed that he is to refund the money
prorated on the basis of his 18 months of post-training Agency

25X1A9a service. [REDACTED] is amenable to this proposal.

3. Direction of Career Training Program Discussed

At the 17 October meeting of component representatives on the CTP
Study were informed of the proposed budgetary cut-back in the CT
Program and of the desire of the DD/S that the efforts of the study
group be directed toward dealing with the existing Program. General
reaction was that of full satisfaction with the established goal.

4. Area Study to Benefit from TDY Africa

During his TDY to selected countries in Africa, [REDACTED]
DC/Support/AF, has agreed to collect training materials such as
embassy and military post handouts, brochures and similar publica-
tions on the areas, which are suitable for inclusion in the area kit.
OTR is developing for use by employees and dependents assigned to
overseas stations.

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5. Requirement Levied for Lao

The Far East Division plans an input to the Language School of five to ten employees for each of the next two years for study of Lao; the goal of the training for most of the students to be Elementary plus. FE/[REDACTED] has proposed the name of an instructor recommended by the Station. Papers are being initiated for clearances.

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6. R&D Support to Language Study Programs Explored

C/LS and DC/LS held exploratory talks with [REDACTED]

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[REDACTED] of R&D/DD&T to consider an experimental CAI-IBM language project, the development of proficiency tests by an outside contractor, and the development of a programmed instruction unit in Russian to be done by [REDACTED] who has authored similar programs in French, Spanish, and Greek currently used in LS.

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Although both R&D representatives agree that each of the projects has considerable merit, they were specific in saying that R&D had no room in its budget at this time for such pursuits. LS will continue to research advantages of each project with the goal of setting its priorities.

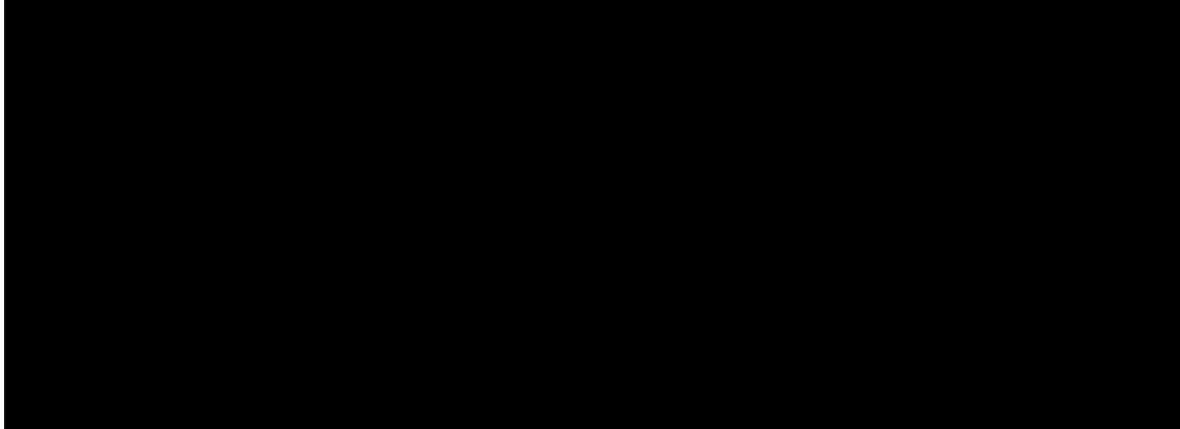
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[REDACTED]

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8. R&D Contracting Seminars Attended by Support Careerists

DDS&T reported completion of a two-year contract program at [REDACTED] in which seminars (2 1/2 days each) were conducted for Agency engineers engaged in R&D contracting. Over the two-year period Support Services, represented by five components contributed 21% of the total attendance. (DDS&T: 60%.)

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9. FY 70 Status Report Reflects Mounting Cost of External Training

The status report of the first quarter of FY 70 shows the Agency's external training costs about \$165,000 ahead of last year's activity rate. The increase is linked to the growing tuition costs, the all-time high of input to full-time and part-time training, and the fact that facilities are offering the Agency more openings in their programs--and the openings are being filled. OTR has discussed the report with the O/PPB.

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10. OTR Supports Programs at DIA and FSI

Clyde McAvoy, FSI's Chief of the Vietnamese Language Program, after an initial demonstration at the Language School, will be given a set of the materials used in the commercially-produced Vietnamese course for his further experiment within his department. If he should decide to use the text materials, FSI will make its own arrangements to reproduce them.

The Defense Intelligence Agency has asked OTR's assistance in developing a one- or two-day block of instruction on CIA, emphasizing the intelligence production aspect of the Agency's work. The instruction is to be directed to junior analysts; later, possibly for senior analysts.

11. Other Training Items

General Cushman has agreed to welcome the members of the National Senior Cryptologic Course, NSA, at the "Day at CIA" on November 4. The Agency has one representative (from FI Staff) in the nine-week program. . . [REDACTED] in a recent appearance on a guest panel at the Army War College, is credited by CIA's representative in the senior course with having enhanced the Agency's reputation at AWC through his knowledge of the subject, the Country Team, and his candid approach to it both in the direct presentation

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and in the question and answer period. . . . On 22 October, Tom

25X1A9a [REDACTED] left on a four-week TDY to [REDACTED] to continue his research on the General Donovan Years. . . . Chief, CTP/TR,

25X1A9a [REDACTED] is attending the Advanced Management (Planning) Course this week. [REDACTED] Language School, has

completed the first draft of a single module of a programmed text on the use of the Chinese Dictionary. He plans to test it with students in LS [REDACTED]. . . . With the completion of

25X1A black-topping the parking roof above the Language School it remains to be determined to what degree leakage has been eliminated. Next step in the rehabilitation of the LS area: the interior.

12. Outside Briefings

At East Building to three officials of the [REDACTED] on the Agency.

At the Defense Intelligence School to 125 students in the Defense Intelligence Course on National Estimates.

At Fort Holabird to 100 students in the Military Intelligence Officer Advanced Course on the Agency.

25X1A At the [REDACTED] to 38 students in the Senior Course on "Communist Programs."

At the Institute for Military Assistance, Fort Bragg, to Admiral

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Arleigh A. Burke, USN (Ret), now Director of Georgetown University's Center for International Studies and Research, on the Agency's Role in Vietnam Country Team and Relationship with Army's Center for Military Assistance.

HUGH T. CUNNINGHAM
Director of Training

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